

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WV ABE Technology Coordination</b>
<b>DATE:</b>	<b>March, 2014</b>
<b>STAFF:</b>	<b>Louise Miller</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

<b>AREA: Adult Education Management Information System (AEMIS)</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p><i>Continued development of “Adult Basic Education Management Information System (AEMIS)”</i></p> <p>1. General maintenance of error messages</p> <p>2. Updated programming of:</p> <p>    a. Prof Dev</p>	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with <i>Strictly Business</i> , to maintain and continue development
<p>Provide Technical Assistance to WVABE Instructors statewide upon request</p> <p>1. Program Improvement</p> <p>2. Misc. Calls / E-mails</p> <p>3. Reviewed Class Summary, 300A, CPS, DMR for errors</p> <p>4. Updated Grantee Information/Institutional Education Statewide</p>	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

<b>AREA: Professional Development Attended</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
COABE (Commission on Adult Basic Education)	WVABE	<p>March 16-19, 2014 Pittsburgh, PA</p> <ul style="list-style-type: none"> <li>• Integrating Tech Into Writing Instruction</li> <li>• Utilizing Tech &amp; Making it Universally ...</li> <li>• Free Tech Tools for Distance Teachers</li> <li>• Integrating Tech ...</li> <li>• Data Driven Program Improvement</li> <li>• Online &amp; Blended Learning</li> <li>• Headover Heals Flipped Classroom</li> <li>• Building a Bridge to the Future w/Tech</li> </ul>

<b>AREA: Misc.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Monitored WVABE TechShow Observations	WVABE Statewide	40+ WVABE Observations

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	Adult Basic Education & SPOKES
<b>DATE:</b>	March 2014
<b>STAFF:</b>	Shawn Cook, Nancy Shannon, Peter Minogue, Sandra Adkins, Denise Ballard, Carmella Browning, Jared Cantrell, Vanessa Clay, Ted Davis, Helena Ellis, Teresa Godwin, Melanie Hayslette, Tammy Holcomb, Susan Leggett, Shelia Radford, Tiffanie Bishop O'Brien, Joy Walker, Tina White
<b>FUNDING SOURCE:</b>	State & Federal

<b>AREA: HSE Exam</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Verified diploma obtainment for examinees.</li> <li>• Worked with instructors to update examinee records.</li> <li>• Verified, coded and processed timesheets for examiners.</li> <li>• Worked to certify computer based testing for all RESA 1 served populations, and also in partnership with Wyoming County.</li> <li>• Worked with all counties to install and test TASC software.</li> <li>• Conducted training for two examiners.</li> <li>• Conducted pilot test at RESA 1.</li> <li>• Delivered calculators to all examiners and Option Instructors.</li> <li>• Met with Brian Baker of Monroe County to facilitate testing</li> </ul>	Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties	Tested ytd 545

<b>AREA: ABE Coordination</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p><b>Program visits</b></p> <ul style="list-style-type: none"> <li>• Program administration, including review of student information, leave, budgets and technical assistance to ABE classes.</li> <li>• Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. Reviewed budgets and transaction reports.</li> <li>• Provided support to instructors with purchasing of supplies.</li> <li>• Provided HSE in-service in Monroe, McDowell, Wyoming Counties.</li> <li>• Attended pre-service revision committee meeting (2 days).</li> <li>• Teresa Holcomb of Webster ABE has been very active with recruiting new students.</li> <li>• continued to mentor SCC ABE instructor. Also participated in SCC team meeting and strategic planning.</li> <li>• Snowshoe partner meeting.</li> <li>• Purchased and delivered TASC instructional materials and the readiness test to ABE programs.</li> <li>• Reviewed grant applications for three counties.</li> </ul> <p>AEMIS REVIEWS: Programs  All Spokes                      Braxton ABE  CCS                                      Stevens CC  Webster ABE                      Greenbrier ABE  McDowell ABE                      Wyoming ABE</p>	Raleigh/Greenbrier McDowell/Monroe Nicholas/Summers Wyoming	

<b>AREA: SPOKES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Monitoring.</li> <li>• Program administration, including review of student information, leave and budgets.</li> <li>• Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, &amp; coded invoices for payment.</li> <li>• Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 &amp; 4.</li> <li>• Worked with instructors to review AEMIS reports.</li> <li>• Continued to conduct employee observations and verify annual goals per evaluation policy.</li> <li>• Met with Monroe DHHR</li> </ul>		
<p>Braxton: Sandra Adkins/Joy Walker and Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• 3 WorkKeys tested - 1 Gold, 2 Silver</li> <li>• Attended Curriculum Design Committee Meeting March 27/28</li> <li>• 3 students completed Customer Service Part 1 &amp; Part 2</li> <li>• Answered TIS questions/calls</li> <li>• Completed TechSHOW observation for T. O'Brien</li> <li>• 1 student has started his own auto repair business</li> <li>• 1 Workforce referral obtained employment</li> </ul>		
<p>Fayette: Shelia Radfor &amp; Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• 1 – Employed</li> <li>• 1 – Customer Service, Level 1</li> <li>• 3 – Customer Service, Level 2</li> <li>• 1 – IC3 Certification</li> <li>• 1 – Living Online Achievement Credential</li> <li>• 1 – Key Applications Achievement Credential</li> <li>• 2 – MOS Certifications</li> <li>• 13 – FEMA Certifications</li> <li>• 7 – WV Welcome Certifications</li> <li>• Assisted 1 student with FAFSA</li> </ul> <p>Tiffanie O' Brien</p> <ul style="list-style-type: none"> <li>• Completed 13 new resumes and student orientations and numerous resume revisions</li> <li>• Completed all Schoology homework and Tech show requirements</li> </ul>		
<p>Greenbrier: Teresa Godwin</p> <ul style="list-style-type: none"> <li>• Two earned WVU Nutrition certificates</li> <li>• Elizabeth Reynolds, WVU conducted nutrition class four times</li> <li>• One Customer Service 1 certificate</li> <li>• Two Customer Service 2 certificates</li> <li>• WorkKeys: One silver, one bronze</li> <li>• Two obtained jobs</li> <li>• Sarah Hawkins assisted in WorkKeys requirements for student</li> <li>• TABE tested two for Work Force</li> </ul>		
<p>McDowell: Jared Cantrell &amp; Joy Walker</p> <ul style="list-style-type: none"> <li>• Nine students participated in CPR/First Aid Class conducted by Mr. Freeman on March 27th</li> <li>• Three Students passed TASC Exam and achieved High School Equivalency</li> </ul>		

<ul style="list-style-type: none"> <li>• Performed a Tech Show Observation on Joy Walker for the Smartboard</li> <li>• Setup an EMT-M Mining class for April with Rick Rice.</li> <li>• Communicated with Bonita Mitchell of KISRA to introduce students to their services for parents with children under 18</li> </ul>		
<p>Monroe County-Ted Davis &amp; Tina White</p> <ul style="list-style-type: none"> <li>• Downloaded and installed the TASC Readiness Assessment.</li> <li>• Took online TASC Readiness Assessment.</li> <li>• Reviewed TASC manual to understand curriculum and DOK levels.</li> <li>• Purchased New Readers Press TASC “Scoreboost” workbooks.</li> <li>• Completed all Schoology Assignments</li> <li>• Opened SPOKES class to run through the end of May.</li> <li>• Learning to operate the new TI-30XS calculator.</li> <li>• Administered Tasc Readiness Assessment to two students (paper and pencil version).</li> <li>• Compiling info and texts that will be needed to teach SS and SC (at the new test level).</li> </ul>		
<p>Nicholas: Susan Leggett &amp; Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• 3 students completed Customer Service Part I</li> <li>• 2 students completed Customer Service Part II</li> <li>• 2 students completed Word 2010</li> <li>• 4 students completed WV Welcome</li> <li>• 2 students received certificates in FEMA</li> <li>• 1 student entered LPN training</li> </ul>		
<p>Pocahontas: Vanessa Clay</p> <ul style="list-style-type: none"> <li>• SPOKES classes resumed on March 3rd</li> <li>• ABE classes resumed March 10th</li> <li>• Conducted TechShow Observation in Webster County - March 12</li> <li>• Conducted Microsoft Office class for Webster Health Dept.</li> <li>• Vanessa continuing TIS training.</li> <li>• Vanessa attended portions of online School Leadership Summit conference - March 27 &amp; 28</li> </ul>		
<p>Raleigh: Helena Ellis &amp; Tiffanie OBrien</p> <ul style="list-style-type: none"> <li>• Webinar-Applying Common Core in Your High School Equivalency Classroom-Math</li> <li>• Recognition Lunch for Desirae Joyce-Passed LPN exam</li> <li>• Gene Whitlow-Educational Outreach Counselor-Trio EOE-Presentation</li> <li>• Michael Ann Dulcie-Admissions Representative-Valley College-Presentation</li> </ul>		
<p>Summers: Carmella Browning, Evelyn Phillips &amp; Joy Walker</p> <ul style="list-style-type: none"> <li>• 1 student passed MOS Word Expert Certification</li> <li>• 2 students received IC3 Certification</li> <li>• 1 student received MOS Specialist Certification</li> <li>• Assisted students with CFWV website</li> <li>• 1 student passed WV Welcome Certification</li> <li>• Work Keys testing: 2 Gold, 1 Silver</li> <li>• Students participated in Job Search on March 26, 2014</li> <li>• “Welcome Spring” Celebration March 20</li> </ul>		
<p>Webster: Melanie Hayslette</p> <ul style="list-style-type: none"> <li>• Workkeys Testing on March 10th</li> </ul>		
<p>Wyoming (Denise Ballard &amp; Joy Walker)</p>		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>March 31, 2014</b>
<b>STAFF:</b>	<b>JAMIE BAILEY</b>
<b>FUNDING SOURCE:</b>	<b>STATE &amp; LOCAL</b>

<b>AREA:</b>		<b>MEDICAID BILLING</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>	
Billed Medicaid	McDowell	97,798.86	
	Mercer	124,649.87	
	Monroe	18,350.61	
	Raleigh	403,798.31	
	Summers	10,146.64	
	Wyoming	2,270.34	

<b>AREA:</b>		<b>MEDICAID</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>	
Technical Assistance	McDowell	Transmitted billing files and ran remittances.	
	Mercer	Assisted Mark Townley with provider enrollment and reimbursements. Transmitted billing files and ran remittances	
	Monroe	Transmitted billing files and ran remittances	
	Raleigh	Assisted Beverly Winter with questions concerning IEP billing. Transmitted billing files and ran remittances.	
	Summers	Transmitted billing files and ran remittances	
	Wyoming	Transmitted billing files and ran remittances	

<b>AREA:</b>		<b>Medicaid/Special Education</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>	
Technical Assistance	All Counties	Prepared Reimbursement Reports for all six counties.  Random Moment Time Study Compliance Reports weekly  Special Education - Inputted Professional Development data, mailed letters/ invoices TAS- received invoices, copied purchase orders , mailed to Phillip Jarrell	
Meetings/Training	All Counties	RESA 1 Staff Meeting	

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Regional School Wellness</b>
<b>DATE:</b>	<b>March 2014</b>
<b>STAFF:</b>	<b>Ann Sammons, BSN MS</b>
<b>FUNDING SOURCE:</b>	<b>Community School Public Health</b>

<b>AREA: Substance Abuse</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Participated in the Governor's Regional Substance Abuse Task Force Meeting	All	Informed of new upcoming community grant on changing community norms for Wyoming and McDowell. An individual will be hired to work on prevention efforts.

<b>AREA: School Mental Health</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Trained on Bullying Prevention for Employees through Master Teacher sponsored by RESA 6	All	Great training and resources. Will work with RESA Director of PD and Special Programs to make this training available for RESA 1.

<b>AREA: Employee Health</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Provided each principal with a brochure on adult immunizations to give all school employees at their location	All	Over 3500 brochures were distributed.

<b>AREA: School Health</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Provided collaboration on writing grant for community schools	All	
Attended two day meeting with State Department Office of Child Nutrition and Stakeholders.	All	Worked toward developing work plan for the upcoming school year.

<b>AREA: Nutrition</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Collaborated with Heather Copen to present to all principals information on FARM2School and to promote school gardening.	All	Information was shared with all principals attending the HQT Training.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Special Education</b>
<b>DATE:</b>	<b>March 2014</b>
<b>STAFF:</b>	<b>Robert G. Bartlett</b>
<b>FUNDING SOURCE:</b>	<b>Federal and State</b>

<b>AREA: Education and Awareness</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Focus Schools Principals Workshop FAST Team	Wyoming, Monroe and Mercer Counties	Conducted workshop for Focus Schools principals on IEP development, What Great Principals Do Differently, Reporting Template, WVDE High Quality Standards Data Collection Site. w/Dr. Lewis and Drexel Sammons
Focus Schools Monitoring Workshop FAST Team	Wyoming, Monroe and Mercer Counties	Conducted workshop for Focus Schools principals on High Quality Standards Data Collection Site (w/Kathy Hypes), and afternoon work on Data Entry to the site.

<b>AREA: Education and Awareness: CPI</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPI- Key Point Refresher	McDowell County Staff	Provided CPI- Nonviolent Crisis Intervention training for McDowell County staff. 27 Participants

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
State RESA Special Education Directors Monthly Meeting	All Counties of RESA 1	Discussed: Welcome Jim Harris, WV High Quality Standards Data Collection, Summer Academies, ECPBS- JoDonna, Cyber-Bullying in Wheeling, Co-Teaching with Anne Beninghof, Grant Application Workshop, Pre-K- Janet Bock
Office of Special Programs Monthly Meeting	All Counties of RESA 1	Discussed: Policy 6200, Policy 2419 Revisions, Community Schools Policy, Policy 2510, Legislation, RESA 6 Cyber-Bullying Training, Focus Schools Update, SSIP Plan, Annual Desk Audit, Tiered Model of Monitoring, Upcoming Dates.
WV Team Autism Meeting @ RESA 1	All Counties of RESA 1	Hosted Team Autism Meeting

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Using Data to Improve Student Outcomes (Bridgeport Conference Center)	All Counties of RESA 1	Attended training on using Data for Improvement, with FAST Team members and County Representatives
Special Education Leadership Academy (Bridgeport Holiday Inn)	All Counties of RESA 1	Attended training provided by WVDE for New Special Education Directors.
RESA 1 Special Education Directors Meeting	All Counties of RESA 1	Discussed: CPI Trainings, APTA Trainings, Meeting Schedule, Summer Academies, ESEA Flexibility Waiver Monitoring Process, County Test Coordinators Training, APTA Scoring, Special Education Leadership Conference, Teach-Town Presentation

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
LRP- Special Ed Connections	All Counties of RESA 1	Met with representative of LRP concerning Special Ed Connections special education case law data-base.
Cyber-Bullying Training w/RESA 6 (Wheeling Park Stone Room)	All Counties of RESA 1	Attended training to become a trainer impacting cyber-bullying in our schools.
WVDE Special Education Math Academy (Beckley/Raleigh Convention Center)	All Counties of RESA 1	Facilitated special education Math Academy w/ Mary Pat Farrell-WVDE

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Institutions of Higher Education Meeting (Holiday Inn- S. Charleston)	All Counties of RESA 1	Attended workshop for State, RESA, and IHE stakeholders for improvement of special education teacher programs in all state colleges and universities.
High Quality Standards Data Entry Training and FAST Team Workshop	All Counties of RESA 1 (Focus and Priority Schools)	Facilitated a HQS Training with Drexel Sammons-RESA 1 and Kathy Hypes-WVDE, then conducted workshop for FAST Team members to work on reporting progress and data entry.
RESA 1 Pre-K Directors Quarterly Meeting	All Counties of RESA 1	Discussed: CPI Trainings, RESA 1 Pre-K Collaborative Team Meeting Summer Academies, Program Reviews, 2014-2015 Meeting Schedule.



<b>RESA-1 STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>03/31/2014</b>
<b>STAFF:</b>	<b>Deena Tyree, Susan Handy</b>
<b>FUNDING SOURCE:</b>	<b>State</b>

<b>AREA: DAILY BACKUPS, PROGRAM UPDATES, MONTHLY SAVES AND AS400 MAINTENANCE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Backups/Extra System Saves	All Counties	30 Daily Saves all critical data. Extra FMS and EMS saves and restores. Entire system saved monthly. Saves performed at Consolidation Site (RESA III)
Initializing Cartridges and Diskettes	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III).
Program Updates/Upgrades	All Counties	All software changes and updates loaded at Consolidation Site (RESA III)
Equipment Failures	RESA 1	None to report.
Devices/Configurations	All Counties	Devices configured as needed for new installations or problems in all counties.
Phone Communication Failures	All Counties	GTE failures in Mercer, McDowell. Suddenlink in Raleigh.
System Jobs/Tasks	All Counties	Control Language Programming, Library and Program Maintenance. Library reorganization completed for all counties. Reorganized/cleaned up save files in preparation for AS400 System Maintenance performed at RESA III.

<b>AREA: USER/PHONE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Assisted All Schools on-line to WVEIS concerning all phases of software support.	All Counties	Designed various reports for all applications.
Assisted all counties on-line with EMS, HMS, FMS, FAS, SMS and WHS.	All Counties	Assisted counties with Self-Backups, Queries, Sequel and Web-Based WVEIS and Teacher Evaluation Program.

<b>AREA: IN-HOUSE DATA PROCESSING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Query Design	All Counties	Designed FMS, EMS, FAS, HMS and SMS Queries for all counties on-line. Implementing Sequel software and security.
Database Maintenance and Development	All Counties	Printed 4 <sup>th</sup> Six Weeks Report Cards for all Raleigh County Schools. Printed Rolodex Cards, Student Schedule Cards, mailing labels and failure lists for various Raleigh County Schools.
User Menus	All Counties	Assigned menus to users as required.
EMS, FMS, WHS, HMS, FAS Processing	All Counties	Direct Deposit generated for Raleigh County, transmitted via Internet to United Bank for Raleigh. EMS Retirement submitted electronically for Raleigh County to the Retirement Board. Bank Reconciliation completed for RESA, Raleigh, McDowell, Summers, Mercer, Monroe and Wyoming Counties.

NARRATIVE: Assisted Users by phone, in person, system messages and emails.

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users.	Mercer	Reset passwords as requested and assisted users as needed. Set up dates for FY15 Student Scheduling Sessions for Elementary Schools to be held in April and May.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users.	Monroe	Reset passwords as requested and assisted users as needed. Set up Student Scheduling Session for Mountain View Elementary/Middle to be held in April.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users.	McDowell	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users.	Raleigh	Reset passwords as requested and assisted users as needed. Attended meeting at RCBOE Central Office on Attendance Letters. Assisted Liberty HS with FY15 Student Scheduling. Set up dates for FY15 Student Scheduling Sessions for Elementary Schools to be held in May.

<p>Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers &amp; Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users.</p>	<p>Summers</p>	<p>Reset passwords as requested and assisted users as needed. Assisted Summers County HS with FY15 Student Scheduling.</p>
<p>Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers &amp; Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users.</p>	<p>Wyoming</p>	<p>Reset passwords as requested and assisted users as needed.</p>
<p>Susie and Deena participated in WVEIS State Staff Conference Calls.</p>		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Assessment</b>
<b>DATE:</b>	<b>March 2014</b>
<b>STAFF:</b>	<b>Samuel Smith</b>
<b>FUNDING SOURCE:</b>	<b>TANF</b>

<b>AREA: Testing</b>		
Clay County, Boone County, Fayette County, Greenbrier County, Logan County, McDowell County, Mercer County, Mingo County, Monroe County, Nicholas County, Raleigh County, Summers County, Wyoming County		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Administered Test of basic skills in Reading, Math and Language at all levels. (Test of Adult Basic Education)	DHHR Clients, WV Works Dept., SPOKES students	
Scored, processed, and returned results to WV Works Supervisors in 13 counties in timely, efficient manner.	DHHR Clients, WV Works Dept., SPOKES students	
Administered Emotional Health Inventory and Learning Needs Screening in 12 counties.  Administered WorkKeys Assessment in 6 counties.	DHHR Clients, WV Works Dept., SPOKES students  DHHR Clients, WV Works Dept., SPOKES students	

<b>AREA: Coordination</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Accumulated statistical data from counties; prepared monthly reports and transmitted to State Department of Education.	WVDE  WV Works	

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Adolescent Health Initiative</b>
<b>DATE:</b>	<b>March 2014</b>
<b>STAFF:</b>	<b>Selina Vickers, Adolescent Health Initiative Coordinator</b>
<b>FUNDING SOURCE:</b>	<b>Office of Maternal Child and Family Health</b>

<b>AREA:</b>	<b>Education and Awareness</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Attended the National Bullying Prevention Conference	RESA 1	Received valuable information on current legislation, legal issues and evidenced based programs to share with other providers in WV
Independence Middle School IZAP afterschool program	Raleigh Co	Educated 17 with experiential learning. Provided 30 foods – mostly fresh fruits and vegetables to try. Provided information on the importance of eating fruits and vegetables. (17 participants)
<b>AREA:</b>	<b>Leadership and Collaboration</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Wyoming Co Family Resource Network	Wyoming Co	Coordination with Wyoming County providers and community members regarding developing SADD chapters in every school and the youth center. (25 participants)
Violence and Injury Prevention Partnership – Unintentional Injury Prevention collaboration	RESA 1	Coordination with various providers in the state developing work plan to reduce the number of unintentional injuries in the state. (30 participants)
Violence and Injury Prevention Partnership – Suicide Prevention collaboration	RESA 1	Coordination with various providers in the state developing work plan to reduce the number of suicides in the state. (20 participants)
Raleigh County Family Resource Network	Raleigh Co	Teen Pregnancy, Substance Abuse Prevention, Bullying prevention (50 participants)
Grant writing	Wyoming, Summers, Mercer, Monroe, McDowell	Writing grant for Nutrition Education

**Other:**

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>PUBLIC SERVICE TRAINING</b>
<b>DATE:</b>	<b>MARCH 1 - 31, 2014</b>
<b>STAFF:</b>	<b>RICK RICE/SANDY HAWLEY</b>
<b>FUNDING SOURCE:</b>	<b>STATE</b>

<b>AREA:</b>	<b>FIRE CLASSES STARTED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Emergency Vehicle Driving Fire Officer 1 & 2 Firefighter 1 Firefighter 1 Firefighter 2 Haz Mat Awareness/Operations Haz Mat Awareness/Operations Rescue Core Prerequisites	Webster Greenbrier Fayette McDowell Raleigh Fayette McDowell Summers	Hacker Valley Fire Department Frankford Fire Department Montgomery Fire Department McDowell County Firefighters Rhodell Fire Department Montgomery Fire Department McDowell County Firefighters Hinton Fire Department

<b>AREA:</b>	<b>FIRE CLASSES COMPLETED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Hazardous Materials Awareness Haz Mat Awareness/Operations	Raleigh McDowell	Rhodell Fire Department (17) McDowell County Fire Fighters (16)

<b>AREA:</b>	<b>EMS CLASSES STARTED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR CPR CPR CPR CPR (3 Classes) CPR EMT Mining EMT Mining (3 Classes) EMT Mining First Aid First Aid First Aid	Fayette McDowell McDowell Raleigh Raleigh Raleigh McDowell Raleigh Raleigh Fayette McDowell Raleigh	Montgomery Fire Department McDowell County Firefighters McDowell Workforce Clear Creek Fire Department Marfork Coal Company Rock & Roll Construction McDowell Workforce Marfork Coal Company Rock & Roll Construction Montgomery Fire Department McDowell County Firefighters Clear Creek Fire Department

<b>AREA:</b>	<b>EMS CLASSES COMPLETED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR (2 Classes) CPR CPR CPR CPR CPR CPR CPR CPR (2 Classes) CPR CPR	Fayette Greenbrier Greenbrier McDowell McDowell McDowell Pocahontas Pocahontas Raleigh Raleigh Wyoming	Kingston Mining (14) Greenbrier Smokeless (11) White Sulphur Rescue Squad (16) Jaeger Fire Department (13) McDowell 911 (14) McDowell Spokes (7) Green Bank (6) NARO/Green Bank (10) Rock & Roll construction (6) Sophia (6) Wyoming East High School Students (43)

<b>AREA:</b>	<b>EMS CLASSES COMPLETED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Emergency Medical Responder EMT Mining (2 Classes) EMT Mining EMT Mining (2 Classes) First Aid First Aid First Aid First Aid First Aid First Aid Mass Casualty Incident	Raleigh Fayette Greenbrier Raleigh McDowell McDowell McDowell Pocahontas Pocahontas Raleigh Raleigh	Rhodell Fire Department (17) Kingston Mining (14) Greenbrier Smokeless (11) Rock & Roll construction (6) Jaeger Fire Department (13) McDowell 911 (14) McDowell spokes (7) Green Bank (6) NARO/Greenbank (10) Sophia (6) Rhodell Fire Department (17)

<b>AREA:</b>	<b>MEETINGS</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA 3, MARCH 11/12, 2014 Homeland Security, March 27, 2014	RESA 1 Public Service Training	PST Coordinators Meeting  Work on MOU for PST & Homeland Security for Haz Mat Grant.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Programs Development</b>
<b>DATE:</b>	<b>March 1-31, 2014</b>
<b>STAFF:</b>	<b>Drexel Sammons</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: RESA 1 Activities</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/1/2014 – Conducted the Regional Social Studies Fair	McDowell, Mercer, Raleigh, and Summers counties	Seventy-eight projects involving 110 students participated in the event. It was a huge success.
3/6/2014 – Coordinated “Tech Step” training at RESA 1	20 participants	Participants were given the new updates for the Tech Steps programs in kindergarten through eighth grades.
3/10/2014 – Presented a presentation on “Legal Issues” to the Careers in Education class at the Academy of Careers and Technology in Raleigh County.	10 students	The training was very well received by the high school students. They were bright, focused, and enthusiastic.
3/18/2014 – Submitted a grant to the Benedum Foundation centering on Next Generation Common Core Standards in mathematics for the priority, focus, and support schools in RESA	Staff from the 16 priority, focus, and support schools will receive PD in math instruction at a Math Academy to be held in the summer of 2014 and will receive assistance throughout the 2014-2015 school year.	The training will further enhance the Next Generation Common Core Standards in mathematics instruction for the students in the six RESA 1 counties.
3/21/2014 – Submitted a grant to the Benedum Foundation centering on a proposal to extend its technical assistance, using the community schools concept, to WVDE’s highest need schools through a “RESA Regional Community School Nurse Coordinator”.	Students, county schools and their respective communities for the 2014-2015 school year.	RESA 1 and WVDE worked together as partners in this initiative.
3/24/2014 – State PD Meeting with all the RESA’s Professional Development Coordinators throughout the state.	8 PD Coordinators	The meeting was very productive and discussed many important educational topics pertinent at this time frame.
3/25/2014- Attended a professional development training session on Bullying and Cyberbullying sponsored by RESA 8.	30 participants including teachers, principals, police officers, county directors from all across the state	The Professional Development was presented by Master Teacher who provided the material needed to present bullying in-services for our six counties.



<b>AREA: 21<sup>st</sup> Century Community Learning Center</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/4/2014 – Met with Vickie Webb to review updates and plans for the afterschool program	Students from Beckley-Stratton Middle School	Ms. Webb provided updates on various projects at the Afterschool Program.
2/6/13/2014 – Scheduled the CCLC Advisory Board meeting	Students from Beckley-Stratton Middle School	A great deal of information was assimilated and discussed.
3/27/2014 – The Advisory Council met to see a demonstration on gaming activities with the 3D Virtual Reality lab that was purchased through a BAF grant. scheduled an Advisory Meeting on March 27, 2014.	Students from Beckley-Stratton Middle School	The meeting showcased the roll out of the 3D Virtual Reality software through a grant from the Beckley Area Foundation and a demonstration on the Science of Dance was given showcasing the students of the program
<b>AREA: MSP Grant</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/14/2014 - Met with Deborah Cantley, MSP Math Coordinator, to discuss the upcoming Math Academy schedule in June 2014.	16 teachers in RESA 1 counties	The academy will provide 4 days of math training including presentations from the participants themselves showing what how they have used the PD received the school year in their classrooms.
2/24/2014 – Along with Ms. Cantley, planned the Math training session in conjunction with the MSP grant with national trainers with Carnegie on April 5, 2014.	Teachers from each of the six RESA 1 counties	Over 129 teachers have signed up for the session on Saturday. We will be offering 6 hours of training on the “how of the Next Gen Common Core Standards in mathematics” for 3 different groups of teachers (grades K-1, grades 2-3, and grades 4-5).
<b>AREA: Focus &amp; Priority Schools</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/11/2014 – Met with principals and central office staff from the Focus Schools.	Staff from the Focus Schools.	Updates were provided to the Focus Schools on IEPs, What Great Principals Do Differently, the Focus School Reporting Template, Menu of Services, and upcoming events.
3/14/2014 – Planned the upcoming Focus School meeting with Kathy Hype, WVDE	Staff from the Focus Schools.	The meeting will center on the HQ Standards Data Collection site of the WVDE.
3/31/2104 – Met with principals and central office staff from the Focus Schools.	Staff from the Focus Schools	The meeting focused on the HQ Standards Data Collection site of the WVDE, and the upcoming monitoring of our focus, priority, and support schools.

<b>AREA: Curriculum Planning</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/7/2014 – Along with Dr. Lewis, the PDs for the summer was created pending the approval of certain grants.	Staff in all 6 counties of RESA 1	Ten sessions consisting of over 24 days is being planned for the upcoming summer sessions.
3/19/2014 – Conducted a Regional Staff Development Council meeting with curriculum directors from the counties.	6 counties of RESA 1	The meeting was very productive. Presentations were made by the PBS television station located in Charleston, WV and the Harless Center in Huntington, WV. The council approved the upcoming training sessions for the summer.
3/21/2014 – Held a meeting via conference call with Dr. Calandra D. Lockhart, PhD, Department Chair, Associate Professor from the University of Charleston.	RESA 1	The meeting was a welcoming call with the director of education at the University of Charleston. We wanted to inform UC that we would love to be a partner in providing education opportunities for the teachers in RESA 1.
3/26-27/2014 – Hosted the HQT (High Quality Teacher) training with the WV Department of Education in six 2 hour sessions.	Principals from the 6 counties of RESA 1	The training was excellent and well received by the principals throughout the area.
3/31/2014 – Participated in a conference call on “WV Early Childhood Reporting, Proficiency, and Support System” with Clayton Burch from the WVDE and sent out the information to all counties in RESA 1 explaining the training.	Kindergarten teachers and students in the RESA 1 counties.	The call centered around the “train the trainers” model for our kindergarten teachers in building capacity for trainers for an early childhood reporting, proficiency, and support system targeting kindergarten for 2014-2015.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Technology Services</b>
<b>DATE:</b>	<b>March, 2014</b>
<b>STAFF:</b>	<b>John Watson</b>
<b>FUNDING SOURCE:</b>	<b>State and Local</b>

<b>AREA: Repair and Installation Services - Individual technician reports for 19 field technicians</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Kevin Anglin	McDowell County	Phoenix Center WES Smarter Balance installs. SRMS corrected patch cable connections in data closet. WES maintenance of domain controller. Installed new server and reconfigured the network enclosure. WES configured new domain controller. WES joined schools PC's to new domain. BOE and MVMS inventoried and delivered 341 laptops.
Jeremy Ball	Summers County	The month of March has been a very busy month I have traveled to all the Schools and offices in Summers County Schools numerous times. At Summers County High School, I responded to work orders that include part replacement, workstation prep for WESTEST 2, and WESTEST Online Writing assessments. At Summers Middle School, I responded to work orders that include part replacement, bandwidth, printing issues, server issues and workstation prep for WESTEST 2, and WESTEST Online Writing assessments. Hinton Area Elementary School, I responded to work orders that include part replacement, access cards and workstation prep for WESTEST 2, and WESTEST Online Writing assessments. At Jumping Branch Elementary School, I responded to work orders that included workstation prep for WESTEST 2, and WESTEST Online Writing assessments. Talcott Elementary School, I responded to work orders that including workstation prep for WESTEST 2, and Westest Online Writing assessments. At Summers County Board Office, I have worked on day to day issues for the users; I have also been work on setup a new server, imaging computers and sorting thru equipment. The big project this month has been to make sure all the computers are ready for WESTEST 2 online and WESTEST Online Writing assessments.

		I also helped Pomeroy with the wireless setup at Talcott, and have been working with ESG & HSC on get all the HVAC equipment on the network, and moving the HVAC server to SMS. I also helped with the projector install at the Board of Education.
Ryan Blankenship	McDowell County	This month started out with us replacing more SMART board projectors. After that, we installed several computers and got those set up for GED testing. Welch Elementary's active directory crashed so we spent most of a week working on that. Now we are in the process of giving out the eight hundred and fifty laptops reconnecting McDowell purchased for our middle schools.
Daniel Cook	Raleigh County	No Report
Vince Estepp	McDowell County	projects for the month of march include continued smart board installations, preparation for continued student testing, installation of new server for Welch Elem. and the roll-out of the free-to-student laptops that's been in the news.
William Meador	Raleigh County	For the last month I have continued the county efforts to sync and inventory every iPad. In addition to that, of special note, I finished preparing the virtual labs and several physical labs for Writing assessment. This is in addition to daily support duties for Raleigh County that is largely documented in OZ.
Walter Newcomb	McDowell County	This month has been quite an eventful time. In addition to the continued support of the Online WEST Test and its content, I have also been making progress towards the completion of the Smarter Balanced testing engine installs needed for the pilot testing that McDowell County will participating in during the testing window in early April. I have been working the Reconnect McDowell Project since its beginning and I am happy to report that we have met another milestone in that project. Over the course of the last several days we were able to provide every Sixth, Seventh, and Eighth Grade student with a laptop.
Lucy Pack	Mercer County	I installed a printer at Mercer Cty. Vo. Tech. one for Mr. Pack at PSHS, one for the nurse at PPS and repaired one for CHELC and MHS special Ed. I repaired a drop at PVMS on the 3rd floor and cleaned a teacher's laptop with a virus there. Re-attached the computer

		<p>in PSHS in Mrs. Lori Comer's office to the sign. Repaired the lunch computer at Athens, PPS, MHS, PVMS, SSEL and Whitethorn. Put in a new computer for the cook at CHELC. Setup three places to be able to transfer grades from a laptop. BMS, PSHS, MHS. I installed re-imaged computers for the nurses at BMS, CHELC, and PPS. Installed natural reader on a lab at PVHS so the special Ed kids could have the test read to them. Attached a projector to a laptop at CHELC. Setup the media center lab with all re-imaged workstations so they could use it for the virtual school program. Re-imaged 6 old Dell optiplex 745's I pulled from PVHS to take to other places where we could still use them.</p>
Joshua Prudich	Mercer County	No Report
Justin Prudich	Mercer County	<p>For this month we have been continuing getting all of the computers up to par for testing in the spring. We have continued with our effort to update the labs in the schools and move some of the good computers into the classrooms. We have recently created our own email server to control apple ids for ipads. We have purchased a MAC and I have been trying to learn it to use at Princeton Primary for apple configurator.</p>
Shane Radford	Raleigh County	<p>Over the last month my job duties have included continued preparation and support for the TASC examinations. Technology support was provided to RESA 1 office staff as well as SPOKES/ABE classrooms and Burlington/Beckley Center. Support was also provided, as requested, in Mercer, Monroe and Raleigh county public schools for various tasks. Obtained test security training to be in compliance with WVDOE policys. Participated in an e-waste recycle pickup.</p>
Aaron Reed	Mercer County	No Report
Anthony Sever	Raleigh County	Orientation
Burl Smith	Monroe County	<p>The March 2014 had various tasks for the RESA Technical staff members in Monroe County. A mixture of environmental vulnerabilities, infrastructure upgrades, malicious software irradiation, refresh lab upgrades, and WESTest complications continued at all schools in the county. Resolution of each issue averted potential negative impact on the whole county student population during a critical time of</p>

		<p>operation. Specific items of importance included School Food Service Point of Sale Server upgrade (2 schools approx. 600 students), wireless controller license issues, Westest required Microsoft security hotfix/patch, VMware/MS/iOS compatibility, and UPS installation. Activity for test preparation could have manual evaluation of 120 workstations/day. In addition to the above items, Monroe County Vgo robot has hit a few Administrative process blockages which hope to be resolved by next reporting period. The Telepresence Device is remotely controlled by a home bound student with a laptop. Training for staff and student has not yet been established including the operation of same in the event of technical issue or fire drill activity. This project is a priority in the County as it is only the third county in West Virginia to participate in same.</p>
Daniel Via	Raleigh County	<p>For the month of March, in preparation for the WESTEST and Writing Assessment, I have ensured that all mobile and stationary labs in the schools I am assigned are updated and ready. A defect in the projectors in the Pre-K classrooms has surfaced and all have been turned in on warranty. In the case of iPads, approximately 1,100 are maintained as ready for testing.</p>
Tyler Webb	Raleigh County	<p>During the last weeks of February and the first part of March, I have spent my time completing work orders at the following schools; Marsh Fork Elem, Clear Fork Elem, Lester Elem, Trap Hill Middle, and Liberty High. One of the weeks was dedicated to syncing iPads at LHS and installing the iWorks apps. During that time I also inventoried each iPad to ensure it was assigned to the correct person. I also spent time at each elementary school updating and imaging each mobile and desktop lab. We installed the OAS and Writng Assessment software on each lab as well. The rest of the month will be dedicated to completing work orders as entered. Major projects will be installing 14 flat screen tvs, as well as connecting their Apple Tvs via HDMI, at Trap Hill Middle.</p>
Joel Weiss	Mercer County	<p>The server at Princeton Middle School has become unstable and we are working</p>

		to replace it with a 2008 Server. I have been repairing computers in the classrooms at Princeton Middle, Lashmeet/Matoaka, and Princeton Primary. We are about to start working on the new Oakvale Elementary School and I have been part of the planning process for the cameras and wireless systems that are about to be installed.
James Wilson	Raleigh County	The Airwatch Mobile Device Management enrollment revision is in the works. This will hopefully alleviate the issue with device enrollment and ownership issues with the device. I am gearing up for another app sync to update the managed devices with the OAS WV app since it has seen 2 revisions since the initial release. Helping William at Independence High School has moved along the project of taking the inventory and syncing paid apps to the devices. I have been helping out at Independence Middle School and Coal City to help fill the role while the job is being filled.

<b>AREA: Training</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Warranty self-maintainer programs	RESA 1 service area	Updates to service delivery and product specifications for several vendors were distributed to all technicians this month
Technician training	RESA 1 service area	Initial overview training for the implementation of Office 365.
Network Design Conference	RESA 1 service area	Plans and reservations for several RESA One technicians to attend the upcoming Network Design and Strategies Conference in Bridgeport.
Online Testing	RESA 1 service area	Test security training assurances for all RESA One technicians.

<b>AREA: Infrastructure support</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Bandwidth Monitoring	RESA 1 service area	Assist several counties in monitoring bandwidth usage during readiness testing for upcoming online testing
Router relocation	RESA 1 service area	Forms procured and delivered to county personnel responsible for relocating BTOP router at Pineville.
Vehicle Issues	RESA 1 service area	Request for information to present to Regional Council on vehicle lease /purchase options.

<b>AREA: Personnel</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Position postings	Mercer County	Position vacated by technician retirement posted and advertised. Applications accepted.
Position postings	Raleigh County	Verification of candidate approval by state BOE.
Training	RESA 1 service area	Trainings conducted for new personnel.
Policy discussion	RESA 1 service area	Inclement weather policy for technicians assigned to counties, upgrade/change discussion.

<b>AREA: Special Projects and Activities</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Updates to OZ	RESA 1 service area	Continued support and problem resolution for new work order system.



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>SPOKES – Career Development Consultant (CDC) for Greenbrier, Monroe and Pocahontas (25%)</b>
<b>DATE:</b>	<b>March 2014</b>
<b>STAFF:</b>	<b>Tina White</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: Collaboration, Education and Awareness</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Monroe and Pocahontas SPOKES classes resumed March 3, 2014; resumed regular visitations.</li> <li>• Subbed for Greenbrier Co SPOKES instructor on Thursday, March 6, 2014.</li> <li>• Working with Beverly Ballengee, DHHR Caseworker Supervisor on date/time to facilitate workshop for unit workers on job search strategies.</li> <li>• Continue regularly scheduled weekly meetings with DHHR caseworkers Etta, Michelle and Madonna at the Greenbrier Co DHHR office to discuss status of current SPOKES students and those in follow-up.</li> <li>• Continue regularly scheduled communications with caseworkers, Debbie Walton and Aimee Coots, regarding status of SPOKES students in Pocahontas and Monroe Counties.</li> <li>• Continue regular meetings/visits to the Greenbrier Co SPOKES class to follow-up with current students, conduct orientation and develop self-sufficiency plans.</li> <li>• Forwarded employer contact/student status information to appropriate DHHR office caseworkers.</li> <li>• Continue employer visits throughout Greenbrier, Monroe and Pocahontas Counties on behalf of the SPOKES students in an effort to solicit potential job leads for the students and spread</li> </ul>	<p>Monroe and Pocahontas Co</p> <p>Greenbrier Co SPOKES</p> <p>Greenbrier, Monroe and Pocahontas Co SPOKES</p> <p>Pocahontas and Monroe Co SPOKES Students</p> <p>Business and industry throughout Greenbrier, Monroe and Pocahontas Co</p>	<p>Pocahontas and Monroe Co SPOKES resumed March 3, 2014</p>

<p>awareness of SPOKES candidates.</p> <ul style="list-style-type: none"> <li>• Continue preparing monthly CDC reports and supplemental report information; forward to Christina Harper, appropriate DHHR caseworker and SPOKES instructor each month.</li> <li>• Continue to copy Shawn Cook on correspondence, along with DHHR representatives.</li> </ul>		
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<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>West Virginia Workplace Education Program – Statewide (75%)</b>
<b>DATE:</b>	<b>March 2014</b>
<b>STAFF:</b>	<b>Tina White</b>



